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CHAPTER IV
OPERATIONS, TRAINING, AND STANDARDIZATION

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Chapter IV

OPERATIONS, TRAINING, AND STANDARDIZATION

401. Definitions

a. Local Flying Area. The geographical area shall be established by the commanding officer, normally not exceeding a 100 nautical mile radius from the flying club location (25 nautical miles for solo student flying). The area shall be clearly displayed on a chart in the flying club facility.

b. Pilot Information File (PIF). A document containing items of interest to all pilots.

c. Cross-Country Flight. Flight which extends beyond the local flying area.

d. Flight Clearance Authority. A person designated in writing by the commanding officer, private pilot or higher with 200 hours, excluding the manager. Student pilot solo flights will be cleared by a flight instructor as outlined in FAR, part 61.

e. Make and Model. For the purpose of this instruction, make and model will be defined as manufacturer, model, and series, i.e., Cessna 172 series.

402. General Operations and Rules of Flight. Each flying club member shall observe all FARs, this instruction, and other Navy directives which apply to flying club operation and club rules. The commanding officer shall appoint an operations advisor to the club. The appointee shall become thoroughly familiar with this chapter and participate in the quarterly/annual inspections. He or she shall monitor the club operations, training, and standardization and ensure that the club:

a. Abides by Airfield Operations Manual pertinent to club operations.

b. Furnishes facility weather and operations offices with copies of the current alert roster of club personnel to be notified when severe weather threatens to secure club aircraft.

c. Establishes an evacuation plan to cover situations where hangaring is impracticable.

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d. Ensures that evacuation procedures preclude personal risk. If hangaring and evacuation are impracticable, use airfoil spoilers (or sandbags) in conjunction with proper mooring techniques.

e. Checks manufacturer's recommendations for severe weather conditions.

f. Obtains all required flight publications.

g. Establishes a local flying area and local course rules.

h. Obtains or formulates all necessary checklists.

i. Properly documents all pilot training and currency.

403. Flight Publications. As a minimum, each flying club must maintain the following:

a. Club instructions which have all local flight areas' ingress and egress routes and traffic patterns coordinated with airfield operations. A chart annotated with these items must be displayed in the club where it can be referenced by all pilots.

b. A PIF which consists of two volumes. The manager will review both volumes each calendar quarter for currency and remove items which are no longer valid.

(1) Volume I will include:

(a) A copy of this instruction with command and base supplements, if applicable.

(b) FARs, parts 61 and 91, NTSB part 830.

(c) Club instructions and local base procedures.

(d) Airman's Information Manual.

(e) Operating handbook or flight manual for each type of aircraft.

(f) An up-to-date listing of personnel to be notified in the case of extraordinary occurrences including, but not limited to, insurance company, safety officer, and BOD members.

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(g) Any other data of a permanent or semipermanent nature. Each member will review this volume in total at least semiannually and annotate accordingly.

(2) Volume II includes pertinent flight safety data and any information all pilots should be aware of before flight. Items which are considered permanent will be placed in Volume I after 90 days. Each member will signify, by his or her initial, that he or she has read and understands the contents of each entry before each flight. This volume includes, as a minimum:

(a) Flying club safety meeting minutes.

(b) Other operational or flight safety items or changes which require pilot notification but are not permanent in nature.

(c) Other important items of local interest including local course rules.

(d) A limited number of specific flight planning publications.

404. Unauthorized Activities. Any member found to have engaged in acts of negligence or omission, willful misconduct or infractions of this instruction, club rules, or any applicable FAR may have all flying club privileges and membership status suspended temporarily or revoked permanently. Flight instructors are reminded that regardless of membership status within a Navy Flying Club they are responsible for complete and adequate instruction. If it is determined that inadequate instruction has occurred, suspension or revocation of club privileges may occur. The commanding officer has final authority in the permanent suspension of membership privileges. The following are considered unauthorized activities:

a. Careless or reckless operation of any aircraft.

b. Flying in formation with any other aircraft unless authorized specifically by the commanding officer.

c. Straight-in approaches to landing at airports without an operating control tower (unless in an emergency or an instrument approach is being flown).

d. Flying below FAR minimum altitudes except during landings, takeoffs, and simulated forced-landing practice under flight instructor supervision.

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- e. Towing gliders or sailplanes.
- f. Parachuting or allowing parachuting (except for an emergency) from a flying club aircraft.
- g. Flying under special visual flight rules (SVFR) without an instrument rating.
- h. Simulated forced landings will not be performed at night off-field.
- i. Use of aircraft for hire. Familiarization flights for the purpose of promoting club membership by prospective authorized members, involving collection of any fee must be approved in advance by CHNAVPERS (Pers-653) who will obtain insurance coverage for such promotions.
- j. Participation of aircraft, with or without reimbursement to the club, to support other operational or support functions other than authorized flying club program activities.
- k. Unauthorized tampering, adjusting, or changing of meters, logbooks, or other official personal or flying club records.
- l. Aerobatic maneuvers, other than those required by rating requirements. Those required maneuvers shall be performed with a qualified club instructor.
- m. Simulated off field landings and takeoffs and landings at unlighted fields from official sunset to sunrise.

405. Pilot Restrictions. The following is a list of restrictions that apply to all flying club pilots:

- a. The maximum duty day is 12 hours for a single pilot or 16 hours with two qualified pilots in a dual-controlled aircraft. Flight duty day begins when the pilot reports for the flight or for first duty of the day, whichever comes first. The minimum crew rest period between duty days is 12 hours.
- b. Stalls, steep turns (over 45-degree bank), slow flight, and unusual attitudes shall not be initiated deliberately below 2500 feet above ground level (AGL) unless done for pilot certification, i.e., steep spirals to land.
- c. A club member shall not pilot a club aircraft on a night flight outside the designated local flying area unless he or she

holds an instrument rating or has received adequate instrument training and, at the discretion of the chief pilot, is found competent for such operations and is so endorsed.

(1) A pilot without an instrument rating, but with at least 100 hours, may fly local visual flight rules (VFR) night flights but shall maintain visual contact with an airport, in the local area, which is authorized for night solo use.

(2) Night instrument practice within the local area is authorized provided a second pilot, night-current in the aircraft being flown, is aboard as a safety observer and is able to operate the aircraft from the co-pilot's seat.

d. Touch-and-go landings may be permitted for solo students on local hard-surfaced runways 4000 feet or greater, following evaluation of individual student abilities and authorization by the chief flight instructor.

e. Flying club pilots shall not, except in an emergency, land at any location except an area designated as an operating airport as listed in current local approved flight publications.

(1) The minimum runway length shall be 2000 feet, or equal to the sum of the aircraft takeoff and landing rolls, whichever is greater. The minimum, cleared runway width shall be 50 feet.

(2) If an emergency or precautionary landing is made at an unauthorized location, the aircraft shall not take off without the approval of the club manager.

f. Pilots shall do a fly over-maneuver before landing at unfamiliar, uncontrolled airports or at airfields with unknown runway surfaces or approach obstructions.

406. Aircraft Restrictions. A club aircraft shall not be:

a. Flown on a night cross-country flight unless it is equipped for instrument flight as required by FAR, part 91 and has VHF omnidirectional range (VOR) or automatic direction finding (ADF) equipment in operating condition.

b. Flown on night VFR or instrument flight rules (IFR) flights if its flight instruments are powered only by a venturi suction horn.

c. Used for commercial purposes.

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d. Used for a cross-country flight unless formally requested by the pilot-in-command and approved formally by the flight clearance authority.

e. VFR minimums are:

(1) Day VFR is 1500 feet ceiling and 3 miles visibility.

(2) Night local VFR is 2500 feet ceiling and 5 miles visibility. NOTE: If higher VFR minimums are published for the airfield in use, they will be used.

f. Maximum headwind and crosswind components shall be specified by the chief flight instructor for each level of pilot certification and aircraft type. An individual pilot's abilities shall also be considered.

g. Simulated engine failure during takeoff in twin-engine aircraft may be accomplished by retarding a throttle, but not below 300 feet AGL or below recommended intentional single engine speed (Vsse), unless the aircraft is still on the runway with sufficient runway remaining for a normal stop. Simulated engine failure (with actual shutdown on takeoff) shall not be accomplished at night or during IFR conditions. No simulated emergency training will be accomplished unless a club multi-engine instructor (MEI) is in the co-pilot's seat.

407. Authorized Pilots and Passengers for Flying Club Aircraft

a. Only a regular member, introductory member receiving instruction from a club flight instructor, personnel listed in paragraph 407b(3) and b(5), or a qualified club employee shall pilot club aircraft. The commanding officer may authorize a special one-time local flight with a club member for a prospective buyer of a club aircraft. CHNAVPERS program manager representative is authorized to fly any club aircraft in which they maintain currency.

b. Passengers may be carried in club aircraft only in the following circumstances:

(1) An FAA flight inspector, examiner, or designated examiner who is checking aircraft airworthiness or is officially examining a club member.

(2) An airframe and powerplant (A&P) mechanic whose presence in the aircraft is necessary to certify or complete maintenance requirements.

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(3) Individuals designated by the commanding officer (shall not be delegated) who evaluate club pilot standardization. If checking a student pilot, the individual shall be a certified flight instructor.

(4) A club member/employee on a flight directed by the club manager. (This does not apply to contractor or contractor employed personnel.)

(5) Other DOD personnel observing club pilot standardization.

(6) Guests of regular members. Guests are individuals who have been personally and specifically invited to accompany an authorized flying club user for a specific flight. Guests must execute a Covenant Not to Sue and Indemnity Agreement prior to participation in the flight.

c. Passengers are not carried in club aircraft during maintenance check flights.

408. Preflight Checks. Each club pilot shall preflight the aircraft before each flight in accordance with applicable FARs to ensure that the aircraft is airworthy and that all necessary accessories are in proper working condition.

a. Record inspection defects found in aircraft structure or accessories on a locally approved maintenance form. If a defect is found that could interfere with the aircraft's safe operation, the flight will be cancelled or postponed until the defect is corrected.

b. Pilots who fail to make a preflight inspection shall be disciplined as required by club instructions.

409. Required Equipment. It is the pilot's responsibility to have the proper charts, equipment, and information needed for the flight. Aircraft shall have appropriate survival equipment for the area of intended operation, including life preservers for over-water flights outside of the normal gliding distance of the aircraft. Commanding officers may loan survival equipment to clubs on an as-needed basis if there is no immediate need for military use. A current copy of the FAA-approved flight or operation manual shall always be in the aircraft during flight. In addition to equipment required by FAA regulations, the following items shall be kept in the aircraft at all times:

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a. Checklists, including preflight, before start, pretakeoff, cruise flight, before landing, after landing, secure, postflight, normal and emergency procedures, and lost communication procedures. If not adequately covered in the owner and operator's handbook, type these procedures on cards, seal in plastic, and keep within easy access of the pilot.

b. Placards showing compass deviation correction shall be visible to the pilot.

c. Detailed club instructions for remaining overnight (RON) and severe weather.

d. A crosswind component chart that applies to that aircraft.

e. Chart showing the local flying area and its topographic features (including hazards such as towers, etc.) with locally prepared area brief sheets.

f. List of procedures/personnel to be contacted in case of mishap/incident.

g. Following equipment depending on the type of flight:

(1) For VFR flights, charts showing the topographic features and navigational aids within the area of flight.

(2) For IFR flights, charts and flight information publications necessary for instrument departures, enroute navigation, and instrument approaches.

(3) For all night flights, a flashlight that operates independently of the aircraft battery.

410. Scheduling of Aircraft. The following procedures shall be adhered to:

a. Place the pilot's name on the scheduling log before takeoff. Scheduling is on a first-come, first-serve basis.

b. Put detailed scheduling procedures in the club instructions; include flight cancellation, failure-to-show, and rescheduling procedures.

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411. Notification of Failure to Return on Schedule. The pilot shall notify the club as soon as it is known that the aircraft cannot be returned on schedule.

412. Standardization Board. Safe operation of club aircraft depends on pilot standardization procedures, training, and check methods.

a. Each club shall set up a standardization board chaired by the club operations officer. All flight instructors, flight clearance authorities, and the club safety officer shall be members.

b. Clubs shall conduct standardization meetings at least quarterly to standardize and improve all of the club's flight procedures and techniques.

c. Minutes shall be kept and sent to the commanding officer for approval.

(1) A standardization board member who misses a meeting shall review and initial the minutes before performing club duties.

(2) A standardization board member who misses two consecutive meetings without a valid reason shall be relieved of duty.

d. The following areas require the standardization board's constant attention:

(1) Check-out procedures and performance requirements.

(2) Annual standardization check rides.

(3) Training program.

(4) Flight plan review and clearance procedures for local and cross-country flights.

(5) Flight records.

(6) Identification of pilot weaknesses and recording of dangerous trends and tendencies.

(7) Cross-country training, flying, and check procedures.

(8) Mountain flying.

(9) Instrument flight procedures.

413. Required Flight Checks. Flight checks will cover items on the "FAA Practical Test Standards" for the license or certificate that the member intends to use at the club. The check list used shall be included in the member's training folder with each item annotated and initialed by the instructor. The following checks are required initially or annually as indicated and will be given by a club-certified flight instructor.

a. An initial check-out in each specific make and model aircraft before acting as pilot-in-command in that make and model.

b. An initial night check-out for those intending to night fly.

c. An initial and annual instrument flight check for members maintaining IFR currency.

d. An annual flight standardization check in the most complex aircraft in which currency is maintained.

e. An initial and annual instructor flight check given by the chief/assistant chief flight instructor will be given. These flight checks may be given in any aircraft determined by the chief flight instructor and may satisfy the annual standardization check at the discretion of the chief flight instructor.

414. Written Tests. Written tests will be taken prior to each initial and annual standardization flight check. Record each test and retain in the member's training folder for a minimum of 3 years. The minimum passing score on each test is 70 percent. Tests will be graded by a club instructor, corrected to 100 percent, and all deficient areas reviewed prior to flight. Retakes will not be given until sufficient ground instruction has fully prepared the examinee for another try. Review all tests annually and revise every 2 years. The following tests are required as applicable before initial and annual flight checks:

a. A 25-question aircraft normal and emergency procedure exam for each type aircraft. Five questions will be closed-book emergency procedures. At least one question will require a complete weight and balance computation (required prior to the

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initial check-out in each make and model aircraft and annually thereafter).

b. A 25-question procedures exam covering local procedures and pilot operating instructions, FARs, Parts 61 and 91, and the Airman's Information Manual (AIM) (required prior to the annual standardization check).

c. A 25-question instrument flight rules (IFR) exam covering departure, en route and approach procedures, applicable IFR sections of FAR, part 91 and AIM, and local restrictions (required prior to the annual instrument check).

d. A 25-question flight instructor procedures exam covering flight instructor procedures and techniques (required prior to the annual instructor check).

e. All exams are valid until the end of the 12th month following the month in which the exam was taken.

415. Qualification and Currency. To fly a club aircraft as pilot-in-command, a member shall satisfy FAA requirements and this regulation. All currency requirements shall be completed and properly documented on the Pilot Information Cards (PIC) prior to flight in a flying club aircraft.

a. Day requirements

(1) Student pilots will not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. Student pilot stage checks will be accomplished.

(2) All others will accomplish three take-offs and landings every 90 days in each category and class. Additionally, pilots will accomplish three takeoffs and landings within 180 days in each make and model they wish to maintain currency. Pilots noncurrent must accomplish a dual recurrency training flight before flying as pilot-in-command.

(3) Club instructors current in one make and model aircraft but who have instructed in the other club aircraft need not accomplish the 180-day currency items at the discretion of the chief flight instructor.

b. Instrument requirements

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(1) Maintain instrument currency according to FAR, part 61.

(2) Active duty military pilot instrument currency may be substituted with the chief pilot's approval. The initial instrument flight check must be accomplished in a flying club aircraft.

c. Night Currency

(1) Pilots will accomplish three takeoffs and landings, to a full stop, every 90 days in each category and class.

(2) Night landings count for day currency requirements. Pilots noncurrent for night landings must fly a night dual training flight to regain currency.

d. Pilots noncurrent for more than 6 months must accomplish a regualification check flight that meets the initial checkout requirements for that aircraft in order to regain currency.

416. Flight Planning Review and Clearance for Flying Club Pilots.

a. A flight plan (military or civil) shall be filed and the pilot's aircraft currency shall be validated before any flight. The manager shall provide a checklist which flight clearance authorities will use in verifying currency. Flight Clearance authorities (FCAs) shall clear all flights (including local flights) by signing the locally prepared clearance form. This approval certifies that the pilot and aircraft meet all the flight requirements. All student pilot solo flights are cleared by an instructor pilot as outlined in FAR, part 61.

b. FCAs shall review all cross-country flight plans. The manager shall develop a checklist which includes the following as a minimum:

(1) The pilot is qualified, current, and prepared for the trip.

(2) The airports of destination and alternates are adequate and minimum fuel requirements meet applicable FARs.

(3) The pilot has not overloaded the aircraft and understands the weight and balance computations and limitations.

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(4) Navigation, communication, and en route flight service station (FSS) facilities are available.

(5) Navigation/fuel logs completed for the entire trip and all necessary charts, publications, and personal equipment are in the pilot's possession.

(6) PIF has been reviewed and signed.

(7) Proper survival equipment for the type flight being flown is on board.

c. Club flights leaving the continental limits of the United States shall be carefully planned, cleared and conducted according to the FAA and International Civil Aviation Organization (ICAO) Manual and club instructions. Flights to Mexico must have received required insurance coverage.

d. Before clearing any flight, the FCA shall, after validating pilot currency, determine existing and forecast weather conditions.

e. Before clearing any IFR flight, the FCA shall determine that:

(1) The pilot possesses a current instrument rating and is instrument-current in the category aircraft being flown.

(2) The aircraft is equipped with required instruments, the navigation equipment has been checked according to FAA regulations and appropriate entries have been made in the aircraft logs.

(3) The pilot has in his or her possession up-to-date departure, terminal, and en route flight information publications.

f. Approved FCA checklists shall remain on file for review during quarterly and annual inspections.

417. Landing and Departing Military Bases. Club members may land at military bases when traveling in club aircraft. Before filing a flight plan, the pilot shall determine if the military base of intended landing can accept the aircraft. The flight plan will be filed through either military or FAA channels, with the request that the base of intended landing be advised. In the

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"Remarks" section of the flight plan (cross-country flights only), enter the statement "Navy Flying Club aircraft."

a. The pilot making radio contact with a military control tower shall precede the aircraft's tail number by the words "Navy Flying Club." (For example, "Navy Flying Club Cessna 99N, 10 miles NW, 2000 feet, request landing instructions.") When in radio contact with other than military towers, use the regular aircraft call sign.

b. A student pilot on a solo flight making the initial call to an FAA facility or military control tower shall include identification as a student pilot. (For example, "Navy Flying Club Cessna 99N, student pilot, 10 miles NW, 2000 feet, for landing.")

c. When landing at military bases, after checking gear down, pilots shall report "gear down" to the tower or appropriate air traffic control agency before crossing the runway threshold. Pilots flying aircraft with fixed landing gear are also required to make this report.

d. When departing military bases, file a flight plan with base operations.

418. Training Program. A standard course on instruction is essential to every pilot regardless of certificates and ratings. Each student pilot should attend a primary ground school. Training will prepare the student to meet the performance standards in the FAA Practical Test Standards, such as Private Pilot, Commercial Pilot, Airline Transport Pilot, Flight Instructor, Instrument and other ratings. The chief flight instructor or a designated representative shall conduct stage checks for student pilots before solo flight, solo cross-country, and as required by FARs. Each club is encouraged to get FAA certification for these training programs. Training programs shall include the following:

a. Standard dual and solo training cross-country routes for primary training shall be established by club instructions. Deviations are permitted only by written permission from the chief flight instructor. In all cases, the following shall be met:

(1) There shall be graduated degrees of navigation difficulty.

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(2) If possible, use both controlled and uncontrolled airports.

(3) Give training in civil weather briefings, flight plan filing and flight plan closing procedures.

(4) Have training in visual and navigational air orientation procedures.

(5) Write detailed procedures for deteriorating weather, alternate airfields, and disorientation.

(6) Provide training on the use of all instructions contained in the airplane flight manual.

(7) Compute flight data using density altitude, stressing its effect on aircraft performance.

b. Make all student solo flights only during daylight hours.

(1) Students who have completed 3 hours of solo cross-country into airfields, where they have previously performed satisfactory traffic patterns with an instructor, may fly the remainder of the solo cross-country requirements into unfamiliar airports with appropriate certified flight instructor endorsements.

(2) Each route shall be a visual flight rules (VFR) closed course and completed during daylight hours. Remain over nights (RON's) are not permitted, except due to weather or mechanical failure.

c. Any pilot who has not had light aircraft cross-country experience in the past 2 years shall get a certificated flight instructor endorsement stating that he or she may perform duties as a cross-country pilot-in-command.

d. Training in simulated forced landings is authorized, provided an instructor pilot is in the co-pilot's seat. Use of carburetor heat and engine clearing shall be stressed.

e. Each student, before initial solo, shall get a demonstration of practice go-arounds during progressive segments of the final approach and landing phase. Emphasize go-arounds immediately after touchdown, simulating recovery from bounced or ballooned landings. This training shall include go-arounds initiated from full-flap configurations as outlined in the aircraft's flight manual.

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419. Check-out Performance Standards. Pilots checking out in club aircraft shall demonstrate an acceptable level of pilot proficiency. Check-outs shall be based on the "FAA Practical Test Standards" for the certificate the pilot intends to utilize at the club. During check-outs, the instructor shall stress proper use of checklists, retractable gear operations, propeller operation, emergency procedures including go-arounds, and various types of approaches. The pilot shall display proficiency in the aircraft in which the check-out is given.

420. Check-out in Single-Engine, Fixed Gear Aircraft

a. 200 horsepower (H/P) or less

- (1) Satisfactory check-out with club instructor and
- (2) 3 logged pilot hours in make and model to carry passengers or to leave the local operating area.

b. 201 to 236 H/P

- (1) Satisfactory check-out with club instructor;
- (2) 100 logged pilot hours;
- (3) 3 logged pilot hours in make and model; and
- (4) 5 logged pilot hours in make and model to leave the local area or to carry passengers.

c. 237 H/P or more

- (1) Satisfactory check-out with club instructor;
- (2) 160 logged pilot hours;
- (3) 5 logged pilot hours in make and model; and
- (4) 10 logged pilot hours in make and model to leave the local area or to carry passengers.

421. Check-out in Single-Engine Retractable Gear Aircraft

a. 200 H/P or less

- (1) Satisfactory check-out with club instructor;

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(2) 100 logged pilot hours;

(3) 25 logged pilot hours in retractable gear aircraft (10 hours in make and model may be substituted for 25 hours retractable time); and

(4) 5 logged pilot hours in make and model.

b. 201 to 236 H/P

(1) Satisfactory check-out with club instructor;

(2) 150 logged pilot hours;

(3) 25 logged pilot hours in retractable gear aircraft (10 hours make and model may be substituted for 25 hours retractable time) and;

(4) 5 hours make and model.

c. 237 to 310 H/P

(1) Satisfactory check-out with club instructor;

(2) 200 logged pilot hours;

(3) 40 logged pilot hours in retractable gear aircraft (10 hours make and model may be substituted for 40 hours retractable time) and;

(4) 10 logged pilot hours in make and model (5 hours dual and 5 hours solo in the local flying area before carrying passengers).

422. Check-out in Multi-Engine Aircraft

a. 500 total H/P or less

(1) Multi-engine rating, or club MEI solo endorsement, for a one-time flight only, for rating ride requirements;

(2) Satisfactory check-out with club instructor;

(3) 400 logged pilot hours (250 logged pilot hours with 25 hours retractable may be substituted for 400 logged pilot hours);

(4) 20 logged pilot hours in multi-engine aircraft (10

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hours make and model with club MEI may be substituted for 20 hours multi-engine aircraft time); and

(5) 10 logged pilot hours in make and model.

b. 501 total H/P and over

(1) Multi-engine rating, or club MEI solo endorsement, for a one-time flight only, for rating ride requirements;

(2) Satisfactory check-out with club instructor;

(3) 500 logged pilot hours (350 logged pilot hours with 25 hours retract may be substituted for 500 logged pilot hours);

(4) 50 pilot hours logged in multi-engine aircraft (15 hours in make and model with club MEI may be substituted for 50 hours multi-engined aircraft time); and

(5) 10 logged pilot hours in make and model.